

Position: Range Maintenance Coordinator/ RSO

Location: Johnston, IA

Compensation: Hourly - FT

Position Summary:

The Range Maintenance Coordinator/ RSO plays a critical role in delivering a safe, organized and exciting shooting experience for the CrossRoads customer. This individual must be knowledgeable about range safety procedures, maintenance protocols, firearms safety and be willing to enforce the rules of the range with tact and diplomacy, maintaining a professional, positive demeanor with the customers always. This role also serves the retail sales floor by providing sales assistance to customers.

Range Duties and Key Responsibilities - Responsibilities and essential job functions include but are not limited to the following:

- Maintain shooting ranges in accordance with company and industry hygiene and safety standards.
- Complete weekly, monthly and quarterly preventative maintenance per guidelines.
- Assist with educating customers on the proper range safety practices while exhibiting customer service and professionalism when rule enforcement is necessary.
- Engage in quality communication with customers, helping them choose firearms to rent and suggest additional necessary supplies for a safe and enjoyable shooting experience.
- Always maintains a professional demeanor and appearance.
- Follows Crossroads' operational policies and procedures, including those for safety and security, to ensure the safety of all employees and customers.
- Acts with integrity, honesty and knowledge that promote the culture, value and mission of CrossRoads.
- Assists in either opening or closing of each individual range bay, and the retail storefront.

Retail Duties and Key Responsibilities - Responsibilities and essential job functions include but are not limited to the following:

- Understand and respond appropriately to basic Customer and Cashiers inquires.
- Ability to operate equipment -- cash registers, inventory scanners, telephones, and range equipment.
- Ability to operate, demonstrate and explain merchandise and be proficient in restricted and nonrestricted sales, refunds/returns, layaways, consignment, gift cards, member and non-members use of the facilities.
- Stay current on product knowledge, general firearms laws and safety procedures.
- Understand and be proficient in firearms sales and forms as required by Federal and State and Local laws; Form 4473, Multiple Handgun Sale (MHS) Form, Call procedures and Response Implications.
- Knowledge of gun rentals, range equipment, and basic gunsmithing.
- This is a keyholder position and requires strict attentiveness to facility and merchandise security.
- Other duties as assigned.

Schedule will be a weekly rotating set of shifts covering opening/days and 2nd shift/closing.

Retail Firearms sales

- 21 years old, with ability to legally possess firearms.
- Available to work flexible hours that will include early mornings, evenings, weekends, and holidays.
- High school diploma, degree preferred.
- Ability to properly handle confidential and sensitive information.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- *The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- *The work environment requires an ability to sit or stand for extended periods. Stoop, kneel, or crawl, ascend, descend stairs and ramps occasionally. Work involves walking and running, talking and hearing to exchange information, and using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.
- *The work environment requires the employee to be capable of pushing, pulling or lifting and/or carrying up to 100 pounds.
- *Noise level in work environment is generally moderate to high when exposed to live fire. Exposure to lead and other airborne particulates may occur. Candidate agrees to annual blood level and hearing conservation program screenings.
- CrossRoads Shooting Sports reserves the right to modify interpret or apply this job description as needed to meet the needs of the agency, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains at-will. These job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.
- CrossRoads Shooting Sports is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, CrossRoads Shooting Sports will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with CrossRoads Shooting Sports.